



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD	RELEASE DATE:	Monday, August 10, 2009
POSITION TITLE:	CHIEF DEPUTY EXECUTIVE OFFICER	FINAL FILING DATE:	Friday, August 21, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	08102009_2

POSITION DESCRIPTION

DUTIES/RESPONSIBILITIES Under the administrative direction of the Executive Officer, the Chief Deputy Executive Officer (CDEO) serves as the key advisor to the Executive Officer in all areas of the Board's operations; identifies and manages key issues impacting the Board and explores innovations and new programs at the conceptual level. The CDEO is also responsible for the planning, organizing, administration and oversight of the Victim Compensation Division (VCD), Revenue Recovery and Accounting Division, Hearing and Appeals Division and the Administration Division. The CDEO has direct impact on the formulation of departmental policies, executive decisions, program effectiveness and the quality of services provided to all Board employees and customers. The CDEO should understand Board programs, statutes and regulations that govern the programs administered by the Board. In addition, the CDEO must: 1. Have the ability to work with a Board and understand Board operations; 2. Understand the Administrative Procedures Act and its applications at the Board; 3. Have experience in the development, passage and implementation of legislation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Have comprehensive knowledge of the Department's role and state and federal standards as it relates to the Victim Compensation and Government Claims Board. 2. Experience in directly working with Boards. 3. Experience at the managerial level with personnel and fiscal management, labor relations, and Equal Employment Opportunity policies and practices within California state government. 4. Varied administrative responsibility for the development, execution, and evaluation of programs, policies, staff development and team building. 5. The ability to interact and communicate effectively with high-level management representatives of federal, state, other governmental agencies and other entities. 6. Well-developed oral, written, and interpersonal skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF DEPUTY EXECUTIVE OFFICER**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, HUMAN RESOURCES
SECTION

PO BOX 48, SACRAMENTO, CA 95812-0048
LISA HODGES | 916-491-3806 | lisa.hodges@vcgcb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>